

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans’ home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living. Be a participant in the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

SUPERVISING REGISTERED NURSE

**Nursing Services
Permanent, Full –Time
\$7116 - \$8651 Monthly
Final File: Continuous Filing**

LOCATION:

**Veterans Home of California, Yountville
110 California Drive, Yountville, CA 94599-1414**

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under the general supervision of the Supervising Nurse II the Supervising Registered Nurse will be responsible for duties including, but not limited to, the following:

- Schedules and coordinates multi-disciplinary team meetings on a weekly basis to ensure updating and review of every patient care plan on a quarterly basis. Participates in continuing education programs to maintain and upgrade nursing knowledge and management skills. Attends all weekly scheduled Nursing Administration meetings and transmits information from these meetings to ward personnel. Demonstrates willingness to serve on professional committees and contributes in a meaningful way to such. Conducts regular meetings with staff members on all shifts to communicate pertinent information on a timely basis. Submits and utilizes information obtained from the staff in these meetings.
- Works PM or Night shift as necessary to determine problems on a 24-hour basis. Makes rounds with physician and charge nurse at regular intervals to review treatment program. Acts as coordinator and evaluator of patient care on assigned units to

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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RELEASED: 01/31/11**

ensure 24-hour continuity of patient care, utilizing the patient care plan and multi-disciplinary staff meetings as a tool. Serves as a resource person for assigned clinical area. Serves as resource to staff on the use of the automated hospital information system. Demonstrates initiative in identifying and defining recurring nursing problems and assists staff in the process of solution of these problems. Serves as resource person in keeping unit personnel informed of changes in policy and procedures. Serves as resource to personnel for knowledge of Federal, State and JCAHO requirements. Utilize human relations skills in promoting an environment in which the health team can work cooperatively. Is sensitive to those aspects of human behavior which affects the equilibrium of the working environment and initiates appropriate behavior to effect change.

- Plans staffing patterns and assigns staff to meet patients on a 24-hour, 7-day week basis. Responsible for supervising and evaluating the performance of licensed personnel on units and sees that appropriate shift lead evaluates and supervises staff under him/her according to line of command. This includes corrective action and counseling as necessary. Refers employee with personal problems to available resources.
- Audits minimum of four charts per month to ensure compliance with regulations and measures quality of patient care. Submits results of these audits to the Nursing Office. Takes necessary action to correct these deficiencies. Is responsible for assuring that staff are maintaining accurate and current written documentation of patient care including direct audits as necessary for record completeness and accuracy. Assists infection control nurse in monitoring and reporting.
- Conducts health teaching as necessary for patients and families or arranges for staff to do such. Monitors and reviews patient care on a regular basis to ensure that nursing personnel and other disciplines, as appropriate, are updating and utilizing patient care plans. Assists staff in identifying rehabilitative potential of individual patients and plans care aimed at attaining and maintaining optimum level of function. Advocates for the patient as an individual with specific physical, psychosocial, religious and cultural needs for total health. Works closely with the charge nurse and ward physician to establish a ward team concept aimed at providing optimum patient care.
- Collaborates with Nursing Education Department to develop and present in-service education programs for all staff and encourages staff participation. Assists instructors from various colleges in clinical placement of students on units. Responsible directly and/or indirectly for orientation of new personnel. Insists that safety precautions and regulations for patients and staff be observed at all times. Familiarize staff with optimum standards of patient care and stimulates a positive attitude toward these standards.
- Ensures for adequate provision of equipment and supplies are available for maintaining the unit.
- Other duties as related.

Desirable qualifications:

Strong communication and customer service skills.

Good work ethic.

Ability to work all shifts (some weekends may be required).

Experience working with Microsoft Office (Word, Excel and Outlook).

How to Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Veterans Home of California, Yountville – 110 California Drive, Yountville, CA 94599-1414, Attn: Human Resources.** All State applications must be postmarked no later than the final filing date.

Note: In the "Explanations" box on Page 1 of the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement, or **Training and Development Assignment**. Failure to do so could result in being rejected from the interview process.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Human Resources at (707) 944-4550 TDD: (707) 944-4560 CA RELAY SERVICE: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

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